

# Instructions for Completing the Electronic Renewal of the 2021 – 2022 Special Milk Program Agreement

The Agreement Renewal Component of the School Nutrition Technology System is now active for the 2021 – 2022 School Year.

Some documents must be completed and returned to the School Nutrition Services section before the Agreement Renewal may be approved. These documents include:

- **3 copies of the Agreement Renewal Signature Page (all 3 copies must be signed in blue ink by all parties);**
- **Proof of nonprofit status [501 (c)(3), state agency]**
- **Operating Calendar(s)**
- **Procurement Method Reporting**
- **Drug Free Workplace Certification (copy must be signed in blue ink)**
- **Debarment/Suspension Form (copy must be signed in blue ink)**
- **Free and Reduced Application for School Meals (if applicable, only for those SMP sponsor that take Free and Reduced-Price Meal Applications)**

The above documents are attached with this communication for your convenience. Please complete each of the above items and return them in one envelope to the following address:

North Carolina Department of Public Instruction  
School Nutrition Services Section  
6324 Mail Service Center  
Raleigh, NC 27699-6324  
**Attention: Ivy Early**

You may begin the Agreement Renewal Process by logging onto the School Nutrition Technology website at <https://www.ncchildnutrition.org/snp/NcidLogin.aspx>

As you review the Sponsor Agreement page and Site Application pages, you will notice that much of the information that you entered into the automated system last year has “rolled over” to populate this year’s Agreement/Application. So, you need only enter the information that did not roll over for the 2021 – 2022 year. Of course, you will need to review the information that rolled over to ensure it remains accurate. You will also need to print any non-prototype documents (as instructed by the Technology System) and submit along with other hard copy documents in the packet mentioned above. All items on the checklist must be submitted to the NCDPI.

You will need to complete the following:

1. Site Application(s)
2. SFA Application
3. Checklist Summary
4. Attachment List

Once these items are completed, the **“Submit for Approval”** button will appear in **RED**.

Should you require assistance during this process, please contact your Consultant.

**The deadline for submitting the electronic Agreement, Site Applications, non-prototype documents and the documents mentioned above is Friday June 18, 2021.**